



Non-Merit Job Vacancy Announcement

EXECUTIVE SECRETARY II - 30044098

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|--------------------------|-----------------------------------|-----------------------|---------------|
| Pay Grade: | 12 | Position Type: | Full Time |
| Salary or Range: | \$2427.44/month - \$3215.72/month | Work Schedule: | M-F/8:00-4:30 |
| FLSA Designation: | Non-Exempt | Work Week: | 37.5 Hours |

Agency: Labor Cabinet/Department Of Workers' Claims/Office of Administrative Law Judges
Work Address: 657 Chamberlin Avenue, Frankfort, KY 40601
Work County: Franklin

AGENCY COMMENTS:

This is a non-merit position.

DESCRIPTION OF JOB DUTIES:

Serves as the primary secretary to the Chief Administrative Law Judge (CALJ). Transcribes dictation, types correspondence, reports, articles, speeches, documents concerning litigation such as Motions & Opinions. Proofreads correspondence and reports for accuracy. Schedules appointments, arranges travel schedules and reservations, prepares expense reports for Chief ALJ. Schedules pre-hearing and hearing conferences. Maintains and prepares files for hearings and maintains a filing system. Maintains case file and hearing schedule database. Assists with preparation of motion docket. Oversees the administration of general office functions. Receives, logs, distributes mail. Prepares time and attendance records. Performs administrative work of a routine nature and all other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Sufficient education which would assure knowledge, skills and abilities to accomplish position objectives.

EXPERIENCE:

Sufficient experience which would assure knowledge, skills and abilities to accomplish position objectives.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

None

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the

custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 6/10/2016)

[Posted on: 6/1/2016]

Mail resumes and/or applications to:

Labor Cabinet

1047 U.S. Highway 127 South

Frankfort, KY 40601

ATTENTION: PATRICIA DEMPSEY

OR

Email resumes and/or applications to:

patricia.dempsey@ky.gov

Contact Name: Patricia Dempsey

Contact Method: patricia.dempsey@ky.gov

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